Deployment of Employee Self Service

The Release 2 project team will complete development of the Employee Self Service functionality (ESS) by September 29, 2006. State agencies will have control over the deployment of ESS to their employees within certain parameters. This will allow agencies to make any necessary policy or procedural changes prior to the deployment.

To a limited extent, agencies can separate the deployment of ESS and E-Recruiting; however, the security and access approaches to both are closely linked. There are also several important issues—including access to the applications using State resources and on work time—that are common to both applications. It is reasonable to assume, then, that agencies should develop an integrated Release 2 deployment approach that addresses these types of issues holistically.

User Access to Employee Self Service and E-Recruiting

State employees have several ways to access HRMS applications.

The HRMS Portal provides between two and four tabbed pages through which employees can access different functions of HRMS. The available tabs are:

1. Employee Self Service

2. E-Recruiting

3. Business Warehouse

4. SAP WebGUI
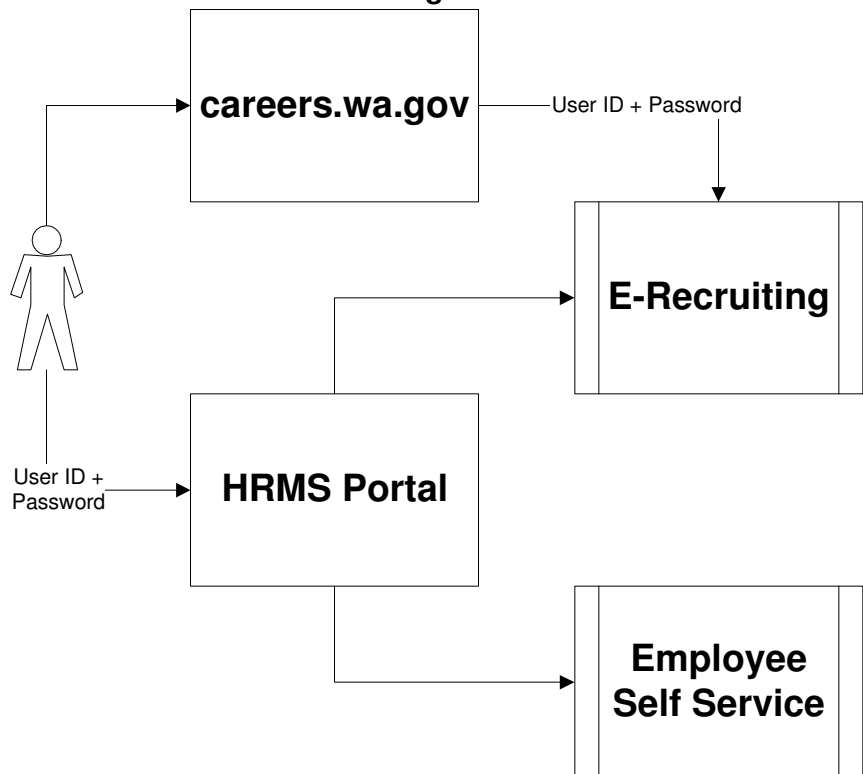
All state employees will have access to the first two tabs; access to the second two tabs is controlled by agency security.

The **User ID** for employees will be the Personnel Number (PERNR) that has been established for all employees as part of the HRMS implementation. Department of Personnel will build the initial security User IDs and Passwords for all state employees, but agencies will distribute this information to their employees. This provides agencies with control over the deployment of both ESS and E-Recruiting for staff in their agency.

Deployment Approach

The Release 2 Steering Committee suggested that the Project Team develop a deployment approach that provides agencies flexibility over when and how they will implement ESS functionality. The general recommendation was to have a date **by which** agencies will have implemented ESS rather than one or more dates **on which** agencies will implement ESS.

There are some concerns among Group 2 agencies about a rapid implementation of Release 2 functionality following on the heels of Release 1. However, it seems more likely that a rapid deployment of ESS will enhance agency operations.

It is also important to understand what "deployment" means for Employee Self Service. The Project Team proposes that agencies deploy ESS by distributing user IDs and passwords to give employees access to the system; however, agencies would maintain existing centralized processes for maintenance of address, e-mail address, and emergency contact information and distribution of earnings statements. This would ensure that employees who may not have access to a personal computer either at work or at home would not be disadvantaged. Note, however, that agencies may still need to address access issues due to the deployment of E-Recruiting, and in doing so, will likely resolve access issues for Employee Self Service as well.

The recommendation to the Steering Committee is that agencies be encouraged to deploy ESS functionality within their agency **no later than November 30, 2006**. This date corresponds to the full decommissioning of the current recruiting systems, ARMS and INET.

ESS Deployment Communications

The core of the deployment approach is an integrated communications plan that identifies the information that the Department of Personnel will communicate to all state employees and the information that agencies will be expected to communicate internally to their staff.

Department of Personnel	Agency
• ESS scope and functionality	• Agency processes established as an alternative to ESS, including potential for suppression of printed copies of earnings statement
• High-level timeline of implementation (October through November)	• Agency-specific timeline for implementation
• State policies concerning permanent mailing address and state e-mail address	• Additional agency messaging concerning use of addresses
• Benefits to employees and to state from deployment of self service	• Distribution of User IDs and Passwords
• Data security, confidentiality, and privacy considerations	• Any special arrangements that provide access to employees or provide an accommodation

DOP will develop and deliver communications to all state employees beginning in September 2006 and continuing through November 2006. The integrated communication plan will have suggested agency communications that run through the same time frame.